



Voucher Examiner/Administrative Assistant (Wellington)

The Embassy of the United States of America in Wellington is seeking an individual for the position of Voucher Examiner/Administrative Assistant.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure finance/administrative position is a permanent, full-time vacancy. The Voucher Examiner/Administrative Assistant will review and process invoices, perform other basic financial duties and serve as an administrative assistant working with different offices providing support by assisting with projects and assignments.

To be successful in this role, you will have a minimum of 2-3 years of general office administration experience and basic financial and accounting duties dealing with receipt, processing and verification of invoices, accounts receivables/payables and reconciliation of accounts. Additional work experience should include generating reports, performing research and analysis, project management, meeting deadlines and overall general office administration.

We are looking for a professional who has a good grasp of standard accounting/financial procedures, excellent customer service skills, a willingness to provide administrative support to different offices on short notice, meet constantly changing priorities and be part of a Management Section that is efficient and constantly looking to maintain the highest standards of service to both internal and external customers.

The starting salary for this position is \$44,951 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov.

Applications close at 5pm on Monday 22 October, 2012.

Note: *Due to the volume of applications, only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*